

State Safety Officer Certification Course

Title: OSHA Reporting Forms

Exercise #5

Standard: NFPA 1521 5.6.1 2009 Edition, The Health and Safety Officer shall manage the collection and analysis of data related to accidents, occupational deaths, injuries, illnesses, and exposures to infectious agents and communicable diseases in accordance with chapter 6 of NFPA 1500.

Purpose: The successful completion of OSHA 300, 300a and 301 forms from a given injury report by the students.

Instructor Instruction: Students shall perform the exercise during class and after reviewing the OSHA record keeping presentation. Students shall fill out the forms and turn them in to the Instructor. Student may review the completed forms after they are graded. Instructor shall grade the student's work using the Exercise #5 evaluation form.

Student Instruction: Students shall complete the exercise after the student has reviewed the OSHA record keeping rules material. The students shall complete OSHA form 300, 300a, and 301 from the information provided by the Instructor for this skill. The Instructor shall review the documents in classroom on completion, accuracy, and understanding of the form.

Materials Needed:

Exercise #5 file

OSHA Record Keeping Rule (PowerPoint)

OSHA forms (Excel file) (300,300a, and 301 located in the excel file)

OSHA Record Keeping forms (PDF)